



State of California

# Employment Training Panel

Arnold Schwarzenegger, Governor

July 30, 2009

Mr. Kumar Gopal, General Manager  
[Kumar.gopal@fueltotalsystems.com](mailto:Kumar.gopal@fueltotalsystems.com)  
Fuel Total Systems California Corporation  
18231 Murphy Parkway  
Lathrop, CA 95330

Dear Mr. Gopal:

**RE: FINAL MONITORING VISIT REPORT for Fuel Total Systems – ET08-0230**

<b>Attendees:</b>	FTS Representatives: <b>Kumar Gopal, General Manager</b> ; ETP Representative(s): Kristie Ohta, ETP Analyst		
<b>Visit Location:</b>	1100 J Street, 5 <sup>th</sup> Floor, Sacramento, CA		
<b>Date of the Visit:</b>	July 13, 2009	<b>Beginning/End Time:</b>	1:00 pm – 2:30 pm
<b>Term of Agreement:</b>	10/01/07 – 09/30/09	<b>Agreement Amount:</b>	\$108,000
<b>Training Start Date:</b>	10/01/07	<b>Reimbursement Amount:</b>	\$18.00
<b>Date Training must be Completed:</b>	06/30/09	<b>Number of Trainees to Retain:</b>	75
<b>Type of Trainee:</b>	Retrainee	<b>Range of Hours:</b>	8 – 120
<b>Action Required:</b>	<b>NO</b>	<b>Weighted Ave. Hours:</b>	80
		<b>Recommended Hours for Progress Payment 1</b>	<b>24</b>

## Final Report Summary:

- **History Of Agreement Changes**

The Agreement was executed on 10/24/07 and training began on 10/01/07. Your staff reported that all training was completed on 06/19/09, which allowed for the 90-day retention period to be completed within the term ending date of the Agreement, 09/30/09.

During our Final Visit Mr. Gopal advised Ms. Ohta that FTS has enrolled in the Employment Development Department's Work Share Program for 75 of their employees. FTS work-share participation is in place for 75 KHMCA employees, and was approved on January 16, 2009 and will continue through July 16, 2009 at this time. FTS is currently in the process of requesting an

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extension to the Work Share Program. On June 16, 2009 Ms. Ohta notified ETP's Fiscal unit of FTS participation in the Work Share Program. Ms. Ohta also advised ETP's Fiscal that some trainees may complete the standard retention period of 90-consecutive days working 35 hours a week; while others may complete 500 hours within 180 days, depending on when the trainees completed training by September 30, 2009.

- Interview with the Signatory, Mr. Kumar Gopal, General Manager
- What barriers, if any, did your company experience in implementing your ETP project?

*The biggest barrier is finding time within our production schedule. But the reimbursement helped us justify overtime to conduct training.*

- What problems, if any, did your company experience with ETP record keeping?

*None*

- What assistance could ETP have provided that would improve the process for future Contractors?

*ETP has provided great support.*

- How did your company benefit from the ETP training?

*Skill level of the workforce improved greatly, thus the quality of work followed closely. With the grant and current economic situation it helped to train the workforce and still allow them to keep the weekly 40 hr week.*

Project Status Provided by the Contractor:

<b>Planned Number of Trainees:</b>	75	<b>Total Agreement Training Hours:</b>	6,000
<b>Trainees Enrolled:</b>	81	<b>Training Hours Recorded:</b>	3,310
<b>Trainees Started Training:</b>	70	<b>Potentially Reimbursable Hours:</b>	3,303
<b>Number of Trainees Dropped:</b>	8	<b>Number of Trainees Completed Training:</b>	70
<b>Completed 8 hours:</b>	70	<b>Trainees in Retention:</b>	70
<b>Completed Minimum hours:</b>	70	<b>Trainees Completed Retention:</b>	- 0-

FTS's records show that 69 trainees have completed training and the retention period (92% of planned retentions). FTS projects earnings to be \$63,882 (59% of the encumbered total \$108,000). Current records show that FTS has received \$24,873 in progress payments, of which \$24,973 has been approved as earned. Ms. Ohta advised FTS the final fiscal closeout payment can not be made until trainees complete retention requirements of 500 hours within 180 days.

Attendance Rosters:

Ms. Ohta reviewed a sampling of class/lab rosters for each participating employer to ensure they are being completed correctly and to ensure the accuracy of the information. You normally

use ETP's approved multiple day / multiple trainee roster. All rosters reviewed met Panel requirements for documenting this training. This finding is based only on the training records reviewed during this visit and represents only a sampling of the training records completed to date. It is your responsibility to ensure that all training records are in compliance with Panel requirements for auditing purposes.

All records will be retained within the control of the primary contractor and shall be made available for review at the contractor's place of business within the State of California.

**Sub-agreements:**

Sub-Agreements under this project were reviewed during the development approval process.

**Invoices:**

Ms. Ohta assisted FTS in processing invoice number 9 for progress payments 2 for 69 trainees, and advised FTS how to proceed with final payments for trainees.

**Location Of Training:**

All training under this Agreement took place at FTS's facility in Lathrop, or at NUMMI's facility in Fremont, California.

**Audit:**

FTS will be notified in writing if this agreement is selected for an audit, conducted either at your site (field audit) or by telephone (desk audit or "review"). The Audit Notification and Audit Confirmation letters will be sent in advance to allow ample preparation time and will include a list of documents that will be examined by the auditor. To provide support of training, original training attendance documentation is required; photocopied records are not acceptable. Listed below are types of records typically requested during an ETP field audit:

- Training attendance records such as rosters, sign-in sheets, etc.
- Payroll records of individual trainees to verify wage and hours worked
- Personnel records regarding occupation and dates of employment
- Documentation of employer paid health benefits (if applicable)
- Cash receipts to verify receipt and accounting of ETP funds

**Record Retention:**

Records must be retained within your control and be available for review at your place of business within the State of California. This responsibility will terminate no sooner than four (4) years from the date of the termination of the Agreement or three (3) years from the date of the last payment by ETP to the Contractor, or the date of resolution of appeals, audits, claims, exceptions, or litigation, whichever is later.

If you have any questions regarding your contract or the contents of this Report, please contact ETP at 916.327.5239 within ten (10) working days upon receipt of this document.

Sincerely,



Rosa Hernandez, Manager  
Sacramento Regional Office



Kristie Ohta, Program Analyst  
Sacramento Regional Office

cc: Marjorie Elks – [Marjorie.elks@fueltotalsystems.com](mailto:Marjorie.elks@fueltotalsystems.com)  
David Guzman, Chief, Program Operations Division  
Kulbir Mayall, Manager, Fiscal and Certification  
Master File  
Project File

Date report mailed to Contractor           \*\*